

## **Essex Regional Retirement System Job Posting**

The Essex Regional Retirement System (ERRS) is seeking a confidential **Executive Assistant**. The Executive Assistant reports directly to the Executive Director and provides general office administrative support. In addition, this position will also be responsible for reconciling bank statements, processing mailings to members and retirees, supporting the enrollment of new members, and will provide logistical support for public meetings, including recording meetings and the preparation of minutes. The starting salary range for this position is \$57,000.00 to \$59,000.00 per annum, depending upon qualifications. This is a salaried/exempt position with partial remote working options. Interested candidates should send their cover letter and resume to Charles E. Kostro, Executive Director, at [ckostro@essexrrs.org](mailto:ckostro@essexrrs.org). Only electronic submissions will be accepted for this position. This position will remain opened until filled. For the full position description, please go to the News and Announcements page of the retirement system website ([www.essexregional.com](http://www.essexregional.com)).